

OFF HIGHWAY VEHICLE PROGRAM



FY 2012 GRANT APPLICATION

Montana Fish, Wildlife & Parks

Off Highway Vehicle Program

Parks Division

1420 East 6th Avenue

P.O. Box 200701

Helena, MT 59620

Name of Sponsor

Name of Project

Application Format

NOTE: The application process for any grant program changes from year to year. Please read this application form and all accompanying instructions very carefully. Do not begin any part of the application process until you fully understand what needs to be done. Understanding all requirements beforehand may save you considerable time and money. Any applicant with an OHV grant approved prior to FY 2009, which has not yet been completed, is not eligible to apply for an FY 2012 grant.

Call the FWP Trails Office with questions (406)-444-7317. Thanks and good luck!

Binder: Follow this FWP application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index: The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. Part A: General Information
4. Part B: Project Description
5. Part C: Project Map
6. Part D: Project Cost Information
7. Part E: Environmental Analysis
8. Part F: Noxious Weed Plan
9. Part G: Wildlife and Fisheries Review Forms
10. Part H: Letters of support
11. Part I: Public Comment
12. Part J: Landowner Permission

Paper Size: Use only 8 ½" X 11" paper stock.

One Sided: Paper should have print on only one side. Do not include two-sided copies.

No Staples: There should be no staples in your application.

Number of Copies: Two (2) copies of the application must be submitted to the following address by June 1, 2011.

Montana Fish, Wildlife & Parks
Off Highway Vehicle Program
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Technical assistance: Grant sponsors needing assistance with any aspect of a grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive.

Jason White

Trails Grant Coordinator

406-444-7317

jaswhite@mt.gov

**FY 2012 Off Highway Vehicle Program
Project Application Summary Sheet**

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
Name of Agency, Organization, Club

2. Project Name _____
Trail Name and/or Number or Project Title

3. Land Ownership _____
Private, Municipal, County, State, Forest Service, BLM, etc.

4. Concise Project Description _____
(Examples: Trail Rehab, Weed Control, Education, Enforcement, etc.)

5. Grant Amount Requested \$ _____

6. Sponsor Contribution \$ _____
(Include funds, value of donated materials, volunteer labor, etc.)

7. Total Project Cost \$ _____

Typed Name and Title of Authorized Official

Signature of Authorized Official

Date

Application Checklist

This checklist is to aid you in completing your OHV grant application. FWP will compare this checklist to your application to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

- _____ Completed Project Application Summary Sheet
- _____ Completed Part A: General Information
- _____ Completed Part B: Project Description
- _____ Completed Part C: Project Map
- _____ Completed Part D: Project Cost Information
- _____ Completed Part E: Environmental Analysis
- _____ Completed Part F: Noxious Weed Plan
- _____ Completed Part G: Wildlife and Fisheries Review Forms
- _____ Completed Part H: Letters of Support
- _____ Completed Part I: Public Comment
- _____ Completed Part J: Landowner Permission (Letters, 25-year Leases, Challenge Cost Share Agreements and Operating Plans)
- _____ Name of organization and project appears on outside cover and spine of binder
- _____ Provide two (2) completed copies of application by June 1, 2011.

Part A: General Information

1. Classification of Project Applicant (Check one)

<input type="checkbox"/> Government	<input type="checkbox"/> Organization
<input type="checkbox"/> Federal	<input type="checkbox"/> Partnership
<input type="checkbox"/> State	<input type="checkbox"/> Incorporated Organization
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other (Explain)
<input type="checkbox"/> County	
<input type="checkbox"/> Reservation	

2. _____

Name of Applicant (Agency, Organization)

3. _____

Address

4. _____

Applicant Contact Person

Home Telephone Work Telephone FAX E-mail

5. Classification of Land (Check one)

☐ Public Land ☐ Private Land ☐ Combination Public & Private

6. Project Location.

_____	_____	
County	Township, Range, Section, ¼ Section	

City, Town	National Forest	BLM Unit

7. Type of Project (Check all that apply).

- _____ Maintenance of trails
- _____ Restoration of areas damaged by use
- _____ Development of trailside and trailhead facilities
- _____ Acquisition (must be from willing seller)
- _____ Safety Education/Interpretation
- _____ Enforcement of OHV laws and regulations
- _____ Other (please explain)

Part B: Project Description

1. Describe the scope of work and what you intend to accomplish with this project. Limit your response to no more than 1,000 words. Additional information should include provisions for disabled access, user abilities served and range of abilities served, provisions for cultural and natural resource interpretation, provisions for safety information and education and unique attributes or features of this project that could serve as examples to other projects.
2. Intended Use (Check one)
☐ 1) Motorized single use (such as dirt bike or ATV only).
☐ 2) Motorized diversified use (more than one motorized use).
3. Trail use types that will benefit from this project

<input type="checkbox"/> Bicycle	<input type="checkbox"/> Hiking/Jogging
<input type="checkbox"/> Dirt Bike	<input type="checkbox"/> Snowmobile
<input type="checkbox"/> Equestrian	<input type="checkbox"/> Cross Country Skiing
<input type="checkbox"/> All-Terrain Vehicle	<input type="checkbox"/> Four Wheel Vehicles (trucks)
<input type="checkbox"/> Other (please explain)	
4. Does this project provide connections within the community (such as links to schools, businesses, recreation or senior centers, etc.), or connect rural areas to backcountry recreational opportunities?
☐ Yes ☐ No If yes, explain.
5. Summarize the level of public and volunteer assistance or non-traditional labor involved in project including public funding, private funds, fund donations, in-kind service, donated materials and labor.
6. Describe partnerships that have been or will be created to implement this project.
7. Will this project construct, maintain or rehabilitate facilities for person's with disabilities, senior citizens, or other challenged groups? If so, explain.
8. Who will operate and maintain this trail or project when completed?

9. Does this project include cultural and/or natural resource interpretation, ethics, safety, and education? If so, describe.
10. Will this project widen an existing trail? If so, describe the extent and locations of widening and the rationale for it. (This information should be provided by the land managing agency).
11. What impact will this project have on the current types of trail users? Are certain types of users likely to be adversely impacted or displaced by this project? (This should be completed by land managing agency).
12. Project Time Schedule. How soon after grant agreement signing will project be initiated?
13. Resource Protection and Enhancement. Please describe whether or not your project would protect and enhance natural resources, or consider avoidance of problem areas, or mitigation of unavoidable damage to the resources.
14. Is any part of this trail currently under litigation in a court of law?

Please note the following OHV grant rules for U.S. Forest & BLM Trail Ranger projects:

- Trail Ranger projects are capped at \$16,000 per ranger per year.
- OHV grant funding covers salaries only.
- When practical, agencies may form cross-district Trail Rangers.
- Trail Ranger projects must be completed in one field season.

Part C: Project Map

Include maps of the area and project specific maps, with a USGS 1:24,000 quad map at a minimum (or more, if necessary to show entire project area). Identify on project specific map locations of project area, structures, access points, trailheads and trailside facilities. If submitting a map in a larger format, provide **eight (8)** copies of each map with your application so they can be distributed to the FWP Regional Offices and Off Highway Vehicle Advisory Committee Members.

Part D: Project Cost Information

Table 1. Financial Information.				
Category	Grant Request	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering				
Labor				
Equipment Rental				
Construction Contracts				
Materials				
Purchase/Lease of Maintenance Equipment				
Operation of Maintenance Equipment				
Total Project Costs				

Important: Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor, materials and maintenance equipment purchase, rental or lease.

Be specific: For labor, list the number of employees, salaries, # of hours and the weeks/months of year this grant will finance. For materials, list the quantities of materials and cost thereof. For rent or purchase/lease of equipment, list the items of equipment and cost per item.

Part E: Environmental Analysis

The Montana Environmental Policy Act (MEPA) and National Environmental Policy Act (NEPA) must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land.

In order to be considered for a grant under the OHV Program, an applicant must submit a completed and signed environmental package. Please include the Environmental Analysis, Wildlife Review Form, Fisheries Review Form, and Noxious Weed Plan. Except for the weed plan, this information must be submitted on the correct FWP forms, all of which can be found on the official FWP grants webpage.

The following types of projects are exempt from completion of the FWP MEPA / NEPA checklist:

- Ethics or safety education materials or programs
- Portable exhibits and displays

Note: Signed and dated environmental packages are good for two years. If the proposed project is exactly the same as last year's (no variations whatsoever), the same documents from last year may be used with this application.

Part F: Noxious Weed Plan

Please attach a noxious weed plan. Refer to the FY 2012 OHV Guidelines found on the FWP Off Highway Vehicle Grants webpage for details. The following types of projects are exempt from completion of the FWP Noxious Weed Plan.

- Ethics or safety education materials and programs
- Portable exhibits and displays

Part G: Wildlife and Fisheries Review

Provide a copy of the Wildlife and Fisheries Review Form signed by federal or state wildlife and fisheries biologists or professional consulting biologists. Have your project description, maps, and other information with you at your meeting with the biologists. We advise that you have materials to biologists by March 1, 2011. The following types of projects are exempt from completion of the FWP Wildlife and Fisheries Review.

- Ethics or safety education materials and programs
- Portable exhibits and displays

Part H: Letters of Support

Part I: Public Comment

Sponsors should pay special attention to the public comment requirements since they have changed for the 2012 grant cycle. Please note that grant applicants are no longer required to post a 30-day public comment period to apply for an OHV grant. Public involvement required by the Montana Environmental Policy Act will be satisfied by Montana Fish, Wildlife & Parks. FWP will initiate a programmatic public involvement process after all grant applications are reviewed and tentatively approved.

Solicitation of public input regarding the proposed project area should still be submitted in your application materials. Describe the total public involvement for this project; projects should not be planned in isolation. The general public, adjacent landowners, and other interested parties should be involved from the onset. Promotion of public participation may be through newspaper articles and any other means available, such as public meetings, federal quarterly newsletters, TV programs, radio announcements, etc.

Part J: Landowner Permission
(Letters, 25-year Leases, Challenge Cost Share
Agreements, and Operating Plans, etc)

1. If any part of the trail system crosses private property, please provide current agreements between the landowner and the club.